

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
OFFICE OF THE MEDICAL DIRECTOR**

**DEPARTMENTAL TRANSFER/PROMOTIONAL OPPORTUNITY
MENTAL HEALTH SERVICES COORDINATOR I**

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY**

The Office of the Medical Director (OMD) is seeking a qualified individual to fill a vacant Mental Health Services Coordinator I position to provide highly responsible administrative support for Pharmacy Administration under the Office of the Medical Director.

ESSENTIAL RESPONSIBILITIES:

- Participates in the contracting process and assists with development of RFPs, RFSSs, and Board letters; prepares correspondence and reports relative to contract issues.
- Coordinates, reviews, and monitors current pharmacy contracts and assists with audits of contracted pharmacies and laboratory services to ensure compliance with contract terms, billing provisions, regulatory statutes, and legal requirements.
- In response to the County Auditor-Controller's audit findings, assists with the development of coordinated responses and updates to the Auditor-Controller's Pharmaceutical Costs/Procurement Operations Audit Findings to address compliance issues in Pharmacy Program including revising policies and procedures.
- Assists with developing and monitoring Pharmacy Contracts and Pharmaceutical Company Rebate Agreements in regards to contract compliance, reconciliation of contract invoices and reimbursement issues. Collaborates with current and prospective pharmacy contractors to obtain required documents for contract actions, including amendments for contract renewals, terminations and updates.
- Reviews monthly pharmacy claims data and recommends approval for payment. Assists with the development and coordination of the ongoing Medi-Cal Claims Recoupment process.

DESIRABLE QUALIFICATIONS:

- Ability to relate positively and effectively with all levels of staff/management, contractors, and the public.
- Strong analytical, oral, and written skills.
- Ability to work both independently and as part of a team.
- Knowledge of information systems, including personal computer applications (database management, spreadsheets, word processing).

Interested individuals currently holding the title of Mental Health Services Coordinator I are encouraged to email or fax their resume, last two (2) Performance Evaluations, and last two (2) years of master time records by **Monday, June 8, 2015** to:

**ATTN: Victoria Martin
Department of Mental Health
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Los Angeles, CA 90020
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Phone: (213) 351-6685
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AN EQUAL OPPORTUNITY EMPLOYER